



# ESMO ASIA 2023

## Exhibitor Manual

SINGAPORE  
2023

ESMO<sup>ASIA</sup>

**SINGAPORE  
1-3 DECEMBER 2023**

The ESMO Asia Congress is the annual event where global and Asian cancer professionals come together, to present and discuss the latest scientific and clinical advances across the entire field of oncology, of relevance at a global level, and for the Asia-Pacific region.





# INDEX

■	PREFACE.....	4
■	DEADLINES.....	5
■	CONTACTS.....	6
■	LETTER OF ACKNOWLEDGEMENT.....	9
	<b>EXHIBITION ..</b> .....	<b>10</b>
■	1 GENERAL INFORMATION.....	11
■	2 TIME SCHEDULE.....	13
■	3 EXHIBITOR REGISTRATION / LABOUR BADGES.....	16
■	4 EXHIBITOR VISIBILITY.....	19
■	5 STAND BUILDING RULES.....	20
■	6 LIABILITY / INSURANCE.....	25
■	7 VENUE SPECIFICATIONS / VENUE REGULATIONS.....	27
■	8 ESMO EXHIBITION RULES.....	32



# PREFACE

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## Welcome

You have decided to partner ESMO Asia 2023, an annual event that brings together oncology experts from Asia Pacific and beyond.

## Congress Dates

### Official Programme

**1-3 December 2023**

### ESMO Colloquia & Industry Satellite Symposia

**1-3 December 2023**

### Exhibition

**1-3 December 2023**

Well organised planning makes for successful execution and the European Society for Medical Oncology (ESMO) together with its partner suppliers will be glad to guide you over the coming months towards a congress rich in discussion and exchange for your organisation.

This ESMO Asia 2023 Exhibitor Manual will guide you in the necessary steps to set up your booth.

Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your exhibition activities at ESMO Asia 2023.

Also note that a successful application for participation at ESMO Asia 2023 implies an acceptance of the requirements contained within this document and also in any update posted on [esmo.org](https://www.esmo.org)

We look forward to working with you over the coming months towards a rich and innovative ESMO Asia 2023!



# DEADLINES

## On-site Exhibition:

<b>30 June 2023</b>	Submission of the company description
<b>22 September 2023</b>	Submission of stand construction plans
<b>27 October 2023</b>	Exhibitor Registration
<b>3 November 2023</b>	Ordering stand services
<b>3 November 2023</b>	Working pass Registration

For the deadlines for EXPOTRANS, CTI & Suntec Singapore please refer to the appropriate attachments

## Attachments:

- **Stand Services - PICO**
  - [Fascia Name](#)
  - [Furniture Rental](#)
  - [Lighting & Electrical Service](#)
  - [Service Location Plan](#)
  - [TV Rental](#)
  - [Water Connection Service](#)
  - [Catalogue](#)
  - [Options for Stand Graphic Enhancements](#)
- **Freight forwarder - EXPOTRANS**
  - [Shipping Manual, Tariff](#)
- **Lead System/Badge Scanner - CTI MEETING TECHNOLOGY**
  - [Lead System brochure](#)
  - [Lead System order form](#)
- **Telco & Catering - SUNTEC SINGAPORE**
  - [Stand catering brochure](#)
  - [Stand catering order form](#)
  - [Telco order form](#)

Attachments can be found on [ESMO Asia 2023 Website](#).

# CONTACTS

## Exhibition Management

### Exhibition Contractor

#### Pico Art International Pte Ltd

20 Kallang Ave  
Pico Creative Centre  
Singapore 339411

Chiwei Teo	<a href="mailto:chiwei.teo@pico.com">chiwei.teo@pico.com</a>	+65 6290 5938
Tammy Yue	<a href="mailto:tammy.yue@pico.com">tammy.yue@pico.com</a>	
Penny Tan	<a href="mailto:penny.tan@pico.com">penny.tan@pico.com</a>	

As of Wednesday, 29 November 2023, the exhibition service desk (located outside Hall 401) will be open.

## Congress management

### ESMO Head Office

Via Ginevra 4, 6900 Lugano, Switzerland  
[www.esmo.org](http://www.esmo.org)

### Operations management

Janice Neo	<a href="mailto:asiacongress@esmo.org">asiacongress@esmo.org</a>	+65 8282 3743
Aries Low		+65 8715 8795

### Sponsorship, industry satellite symposia advertising and exhibition

Zarina Othman	<a href="mailto:zarina.othman@esmo.org">zarina.othman@esmo.org</a>	+41 79 895 82 58
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### Satellite symposia logistics

Zhixin Teo	<a href="mailto:asiacongress@esmo.org">asiacongress@esmo.org</a>	+65 8820 1789
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### Private meetings

Aries Low	<a href="mailto:asiacongress@esmo.org">asiacongress@esmo.org</a>	+65 8715 8795
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### Registration management

Kristine Reguzzoni	<a href="mailto:groups@esmo.org">groups@esmo.org</a>	+41 91 973 19 13
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### Exhibitor badges

Francesca Pozzi	<a href="mailto:exhibitors@esmo.org">exhibitors@esmo.org</a>	+41 91 973 55 03
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### Programme management

Simona Tettamanti	<a href="mailto:programme@esmo.org">programme@esmo.org</a>	+41 91 973 55 93
Daiana Betti		

### Media relations

Media activities organised by third parties	<a href="mailto:media@esmo.org">media@esmo.org</a>	+41 91 973 19 04
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## Housing agency

### Safe2Travel

10 Toh Guan Road #08-01  
Singapore 608838  
Contact: Suzi Buang  
Tel: +65 6823 1605  
Email: [esmoasia@safe2travel.com](mailto:esmoasia@safe2travel.com)

## International freight forwarding agent / on-site handling agent

### EXPOTRANS PTE. LTD.

21 Bukit Batok Crescent #09-79  
WCEGA Tower  
Singapore 658065  
Contact: Alice Lum  
Tel: +65 9090 9084  
E-mail: [alice.lum@expotrans.net](mailto:alice.lum@expotrans.net)

## Catering for exhibition stands & meeting rooms (exclusive)

### Suntec Singapore Convention & Exhibition Centre

1 Raffles Boulevard  
Suntec City  
Singapore 039593  
Contact: Bibiana Lau  
Tel: +65 6825 2208  
E-mail: [bibiana.lau@suntecsingapore.com](mailto:bibiana.lau@suntecsingapore.com)

The official catering order form and Exhibition Booth Catering Marketplace price list will be shared by end July 2023.

All catering must be ordered through Suntec Singapore, the exclusive F&B provider, for your stand and/or the meeting rooms. For special requests, such as engagement of external specialised catering vendor (only possible for stand catering), please contact Suntec Singapore for their necessary review and approval.

Any planned catering activities by the Exhibitor/Company must take place on the premises of the rented stand/meeting room and within the official hours of the exhibition or meeting rooms. Sufficient storage and serving space must be planned ahead of time and must be within the rented space. These activities, which must be kept at reasonable levels, are forbidden in the aisles and must not disturb neighbouring stands or affect the overall appearance of the exhibition. ESMO reserves the right to cancel/stop such activities should it be deemed necessary without incurring any responsibility and/or being liable for compensation to the Exhibitor. Exhibitor may not sell food or drink for consumption on the premises. Please note serving alcohol on stands is forbidden. It is the exhibitor's responsibility to abide by the local and international laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. It is the exhibitor's responsibility to abide by all valid regulations and restrictions in relation to Covid-19 at the time of the congress (please check in time the current status with the official caterer).

Please also refer to the [ESMO Asia 2023 Exhibition rules, paragraph 15](#).

#### **IMPORTANT NOTE:**

All F&B must be ordered through Suntec Singapore, the exclusive F&B provider. Please be aware that penalty may apply for external catering services, details to be checked with Suntec Singapore.



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## **Lead system / badge scanner**

### **CTI Meeting Technology**

Nussdorferstrasse 20/22, 1090 Vienna, Austria

### **Lead System/Symposium Scanning:**

Contact: Tamara Dworschak

Tel: +43 676 83 437 318

E-mail: [t.dworschak@ctimeetingtech.com](mailto:t.dworschak@ctimeetingtech.com) or [leadssystem@ctimeetingtech.com](mailto:leadssystem@ctimeetingtech.com)

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# LETTER OF ACKNOWLEDGEMENT

Kindly return this document to ESMO Asia 2023 Secretariat by e-mail to [asiacongress@esmo.org](mailto:asiacongress@esmo.org)

**No orders for services will be processed until this document has been returned by the exhibitor.**

If applicable, please let us know the names of your stand building company and agency authorised to work on your behalf, so we can keep them informed and forward all necessary material to them. Please specify their fields of responsibilities (booth, meeting room, exhibitor registration) in the below dedicated section.

**Exhibitor name:**

**Contact person:**

by my signature below hereby certify that:

- I have completely read the ESMO Asia 2023 Exhibitor Manual
- I understand all rules and regulations as outlined in the ESMO Asia 2023 Exhibitor Manual and on behalf of my company agree to abide by them
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the ESMO Asia 2023 Exhibitor Manual
- It is my responsibility to comply with all the local and international laws, and ESMO bears no responsibility for the compliance or enforcement of such laws
- I am authorised to sign this document on behalf of my company

**Stand building Company**

Company:

Contact:

Address:

Phone:

E-mail:

Responsibilities:

**Agency**

Company:

Contact:

Address:

Phone:

E-mail:

Responsibilities:

**Place and Date:**

**Signature and Stamp:**



# EXHIBITION

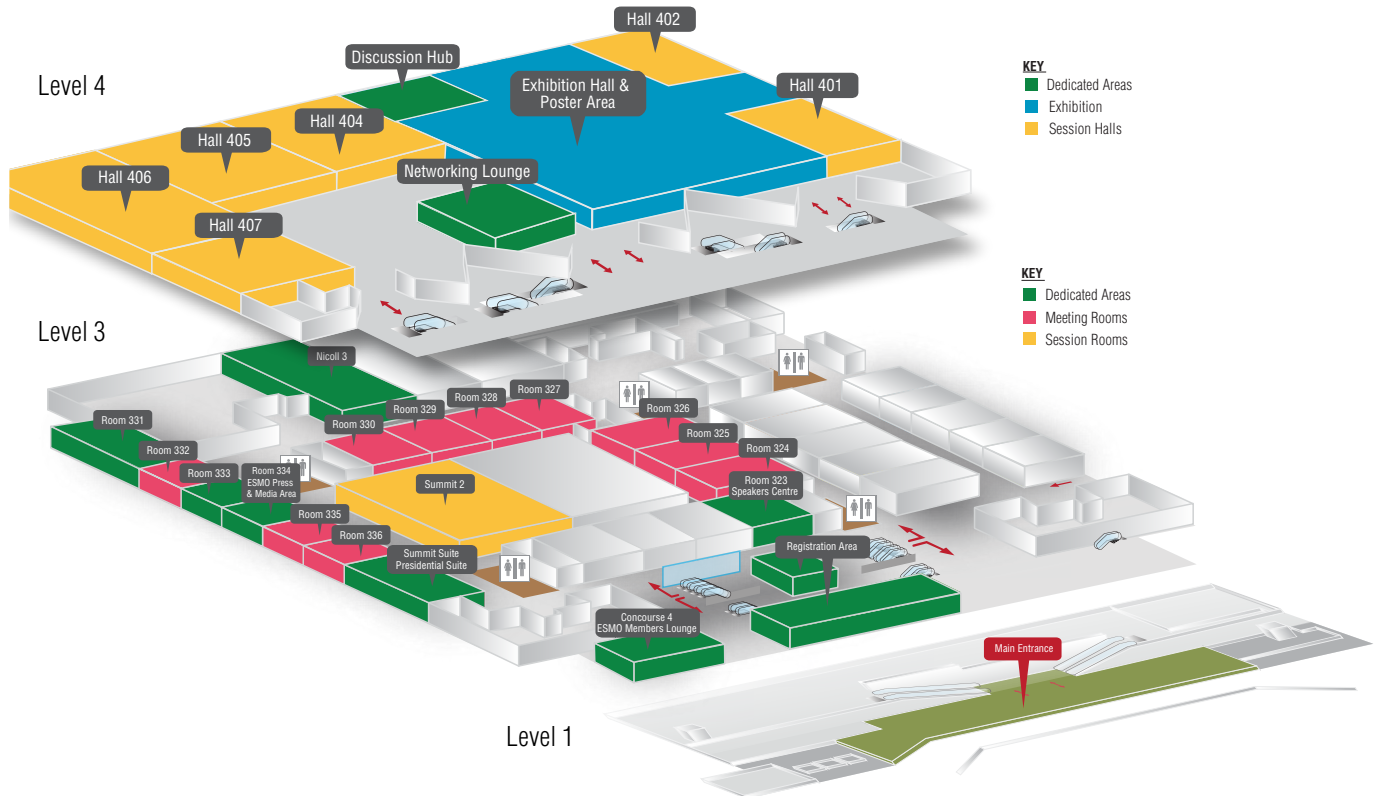


# 1 GENERAL INFORMATION

## 1.1. Congress venue address

### Suntec Singapore Convention & Exhibition Centre

1 Raffles Boulevard, Suntec City  
Singapore 039593



Venue Overview as of June 2023 - subject to changes.  
The updated venue floor plan will be available online.

## 1.2. Delivery address

### EXPOTRANS PTE. LTD.

21 Bukit Batok Crescent #09-79, WCEGA Tower, Singapore 658065

#### For consignment arrival:

Seafreight (LCL): 13-18 November 2023

Seafreight (FCL): 20-24 November 2023

Airfreight: 22-24 November 2023

#### Notify:

**ESMO Asia 2023 Exhibition:** Exhibitor Name / Level 4 / Stand Number

**ESMO Asia 2023 Meeting Rooms:** Company Name / Level 3 / MR Number

## 1.3. Delivery procedure

#### Offloading/reloading requirements:

For all detailed information please refer to the [shipping instructions](#) and [shipping tariff](#) available on [ESMO Asia 2023 Website](#), or contact EXPOTRANS.





## 2 TIME SCHEDULE

### 3.1. Exhibition - Level 4

#### Set-up

<b>Wednesday, 29 November 2023</b> For set up of raw exhibition space	12:00 - 22:00
<b>Thursday, 30 November 2023</b> For set up of raw exhibition space For set up of on-site stand package	08:00 - 19:00 10:00 - 19:00

#### Exhibition opening hours

Friday, 1 December 2023	09:00 - 18:00
Saturday, 2 December 2023	09:00 - 18:00
Sunday, 3 December 2023	09:00 - 16:00

#### IMPORTANT NOTE:

There are 6 session halls on Level 4.

The halls on level 4 will be open and accessible outside the exhibition opening hours.

Security will restrict entry to the exhibition area outside the exhibition opening hours.

However ESMO **cannot** guarantee that attendees do not enter the exhibition area or any exhibition stand. Please make sure that you do not leave valuables on stands. ESMO or Suntec Singapore do not take any responsibility for valuables or material left on stands.

**Important:** It is not possible to close off the exhibition area

**Access times for exhibitors:** Staff holding exhibitor badges may enter the exhibition hall at 08:00 and must leave the hall at 18:30 on Friday, Saturday, and 16:30 on Sunday.

Please be aware that for staff holding full congress registration badges who need to enter the exhibition before the opening hours you will require "early access stickers". For detailed information please refer to [Exhibitor Registration, page 16](#).

#### IMPORTANT NOTE:

Please do not arrange meetings with clients within the exhibition booth outside the exhibition opening hours as delegates with a full congress registration badge are not allowed to enter the exhibition before the official opening hours.

#### Dismantling

Sunday, 3 December 2023	16:30 - 22:00
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## 3.2. Meeting Rooms

### Operation hours

Thursday, 30 November 2023	08:00 - 18:00
Friday, 1 December 2023	08:00 - 18:00
Saturday, 2 December 2023	08:00 - 18:00
Sunday, 3 December 2023	08:00 - 18:00

## 3.3. Exhibition Service Desk (Outside Hall 401) – Opening hours

Wednesday, 29 November 2023	12:00 - 22:00
Thursday, 30 November 2023	08:00 - 20:00
Friday, 1 December 2023	08:00 - 18:00
Saturday, 2 December 2023	08:00 - 18:00
Sunday, 3 December 2023	08:00 - 16:00

## 3.4. Exhibitor registration – Opening hours

Thursday, 30 November 2023	10:00 - 18:00
Friday, 1 December 2023	08:00 - 18:00
Saturday, 2 December 2023	08:30 - 18:00
Sunday, 3 December 2023	08:30 - 16:00

## 3.5. Opening session

All participants and exhibitors are cordially invited to attend the Congress Opening session on Friday, 1 December from 09:30 - 10:30 in Hall 406 (times subject to changes, please kindly check the final online programme).



Conference oncology congress  
in the Asia-Pacific region

The place to learn about the  
latest standards of care across  
all major tumour types



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## 3 Exhibitor Registration / Labour Badges

### 3.1. Exhibitor badges

Owners, representatives and employees of exhibiting firms are entitled to request a specific number of “exhibitor” badges free of charge, depending on the number of sqm exhibition space booked in the on-site exhibition.

- |                       |                            |
|-----------------------|----------------------------|
| • Above 200 sqm       | <b>35 exhibitor badges</b> |
| • Between 100-199 sqm | <b>25 exhibitor badges</b> |
| • Between 50-99 sqm   | <b>15 exhibitor badges</b> |
| • Between 9-49 sqm    | <b>10 exhibitor badges</b> |

The printed exhibitor badge will show the first and last name, the company name and the country (mandatory entries). Further exhibitor badges can be purchased at 170 SGD (incl. VAT) via the registration system.

#### IMPORTANT NOTE:

Badges for local and catering staff are included if ordered through ESMO\*. Any other staff member working at the booth will require an exhibitor badge within the exhibitor entitlement or purchased extra.

Please provide Exhibitor Group Leader’s contact details to [asiacongress@esmo.org](mailto:asiacongress@esmo.org) by **18 September 2023**. Instructions on assigning of tickets will be shared via email with the Exhibitor Group Leader, and the deadline for Exhibitor Group Leader to assign tickets is **27 October 2023**. The Exhibitor badges will be distributed on-site at the Exhibitor Registration Desk, and handed over all together to the Exhibitor Group Leader who will be responsible to distribute the badges to the staff members.

#### IMPORTANT NOTE:

Do not keep the badges at the booth. Badges should be distributed immediately to make sure your staff can have access to the exhibition hall. **NO ENTRANCE without a badge will be allowed. No reprints of badges or exceptions for entry will be made.**

#### Entrance to exhibition halls with exhibitors’ badges:

Company staff holding exhibitor badges may enter the exhibition hall at 08:00 and must leave at 18:30 on Friday, Saturday, and 16:30 on Sunday. Company staff holding exhibitor badges may enter the Exhibition Hall during the set up period from 14:00 to 19:00 on Thursday, 30 November. Please note there will be on-going construction and build up of booth during this period, exhibitors are expected to follow health and safety protocols. For more information, please refer to ESMO Exhibition rules, [paragraph 19](#).

#### Entrance to exhibition halls with full congress registration badges:

Company staff of exhibiting companies holding full congress registration badges are only allowed to enter the exhibition hall during the official opening times of the exhibition.

#### Official exhibition opening hours:

Friday, 1 December 2023	<b>09:00 - 18:00</b>
Saturday, 2 December 2023	<b>09:00 - 18:00</b>
Sunday, 3 December 2023	<b>09:00 - 16:00</b>

Company staff (owners, representatives and employees) holding full congress registration badges who need to enter the exhibition hall 1 hour before the official opening or leave 30 minutes after the official closing time, can request for the necessary number of “**early access stickers**”. Such number has to be indicated in the order form and will be distributed at the Exhibitor Registration Desk. They will be handed over all together to the company representative indicated in the completed order form.



**IMPORTANT NOTE:**

The company representative is responsible to distribute the early access stickers to the appropriate staff members.

The exhibitor badge authorises access to the exhibition, satellite symposia and meeting rooms, but does not authorise entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates (to purchase a full registration to the Congress, please visit the registration section: <https://www.esmo.org/meeting-calendar/esmo-asia-congress-2023/registration>)

### 3.2. Working Passes

Working passes must be worn at all times during set-up and dismantling for security reasons. An unlimited number of working passes for the set-up and dismantling time will be available on-site, free of charge.

Upon arrival for set-up, the working passes will be distributed at the Exhibition Service Desk.

**It is obligatory to pre-order working passes for the period of set-up and dismantling.**

In this regard, please inform Pico on the quantity of passes required before **3 November 2023**.

Working passes are valid for the set-up and dismantling period only and will not grant access during the congress days and the official exhibition hours.

**Morning access for set-up staff during the congress days (08:00-10:00):**

If access for set-up staff on the congress days in the morning (Friday 1 December, Saturday 2 December and Sunday 3 December) from 08:00 – 10:00 is needed, 2 “congress day working passes” can be requested on-site at the Exhibition Service Desk.

These working passes grant access on Friday 1 December, Saturday 2 December and Sunday 3 December from 08:00 - 10:00.

### 3.3. COVID-19 regulations

ESMO will apply Health and Safety protocols according to the latest local authority guidelines and regulations, with the aim to ensure the highest Health and Safety standards.

#### **On-site Congress participation/entry requirements:**

On top of the regulations applied by local authorities to access Singapore, all participants will be asked to adhere to the entry requirements in place to attend the Congress on-site.

Information regarding the Health and Safety protocols in place at the ESMO Asia Congress 2023 will be available on the [ESMO Asia 2023 website](#) – **it is extremely important to consult the Health and Safety dedicated page regularly to verify any update according to the current regulations.**

ESMO strongly recommends:

- Full vaccination against COVID-19 or recovery in the last 6 months with at least one dose of a vaccine by the time of the Congress. Vaccination proof will not be checked by ESMO
- Testing for COVID-19 within 48 hours prior to the inbound trip with a molecular, rapid antigen or self-test. The result will not be checked by ESMO
- Wearing a face mask in closed spaces
- Avoid shaking hands
- Washing your hands regularly and using hand sanitiser

#### **PLEASE NOTE:**

Each participant needs to follow the specific country COVID-19 regulations approved by the local authorities, if more restrictive than the ESMO regulations.

The above is subject to change according to the evolution of the pandemic. ESMO will make sure to apply the highest required standards and is entitled to ask for additional documentation if necessary moving forward.

## 4 EXHIBITOR VISIBILITY

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### 4.1 Company description

ESMO will include the exhibitor's company description online on the ESMO Asia 2023 Website and ESMO Asia 2023 App.

Company descriptions should be submitted as soon as the exhibition subscription is confirmed, via email to [asiacongress@esmo.org](mailto:asiacongress@esmo.org) by **30 June 2023** at the latest.

You will be asked to provide the following information:

- Company name (clearly indicate the company name as it must appear)
- Company description (max. 250 characters including spaces) and information (please clearly indicate the company name as it must appear online)
- Company Corporate Website
- Company Logo (in jpeg or png format) will be published on the ESMO Asia 2023 Website only

Data not provided by the given deadline, **30 June 2023**, will not be published. You are kindly requested to check carefully the content you are submitting, as changes to the text will NOT be possible.

## 5 STANDBUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor Pico or the venue (Suntec Singapore Convention & Exhibition Centre) take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

### 5.1. General requirements

- a. All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan
- b. All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give aways' distribution, coffee bars) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval to ESMO
- c. ESMO reserve the right to stop such activities on the booth immediately, if they are blocking passage ways around the booth area
- d. Exhibits must be staffed at all times during the hours of exhibition. The exhibition areas are to be used only during the specified opening hours

### 5.2. Stand building heights

Standard Stand building height: 2.50 m  
Maximum Stand building height: 4.50 m

Construction higher than 2.50 m are only allowed with prior approval of the booth layout – showing all height indications – by ESMO. Construction of 4.50 m or higher requires a PE endorsement, areas below the fire curtain of Halls 402 & 403 is at a maximum height limit of 3.00 m, booths between Hall 403 and Hall 404 is at a maximum height limit of 2.30 m.

### 5.3. Separation walls / carpet

All stands must be separated from the neighbouring stand(s) by means of a separation wall. The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs. This separation wall shall be finished on the inside as well as on the outside (no cables on the back side of the walls).

Please note carpet (rental or your own) is obligatory.

### 5.4. Suspension from the ceiling

**No part of any exhibit and/or construction (trusses, lights etc.) may be suspended from the ceiling** or attached to any part of the building.

### 5.5. Submission of construction plans

Please provide the following documents via e-mail as pdf-file:

- a. Stand design/drawings to scale
- b. Ground view including measurements and meter grid
- c. Front elevation including height indication, cross section measurements
- d. 3-D view (visuals)
- e. Plan showing the position of all exhibition equipment, furniture, plants, machinery and/or installations (clear identification of presentation, quiz and give away zones etc.)

Depending on the stand design and structure you might be asked to submit static calculations.

**Deadline for submission: 22 September 2023 - please send to: [chiwei.teo@pico.com](mailto:chiwei.teo@pico.com) and [asiacongress@esmo.org](mailto:asiacongress@esmo.org)**

## 5.6. Type of stand / space

- **Row stand**

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5 m will be considered as “back wall” in regards to the regulations). Exceptions are only possible when coordinated and approved by ESMO (the walls of adjacent booths do not have to have exactly the same height, but only a limited difference is acceptable). ESMO will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height – no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

The distance of any advertising / branding structures facing an adjacent booth must be minimum 2.00 m.

Individual stand elements within the booth area may be planned with the maximum height – again only with prior approval of the design by ESMO.

Construction plans for approval are required as soon as possible.

- **Corner stand**

According to international custom, a corner booth shall be built open on 2 sides.

At the 2 open sides, any solid walls or elements that block the access are only allowed with special permission of ESMO and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 30% of the length of the booth on each side and may not interfere with other exhibitors.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5 m will be considered as “back wall” in regards to the regulations). Exceptions are only possible when coordinated and approved by ESMO (the walls of adjacent booths do not have to have exactly the same height, but only a limited difference is acceptable). ESMO will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height – no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

The distance of any advertising / branding structures facing an adjacent booth must be minimum 2.00 m.

Individual stand elements within the booth area may be planned with the maximum height – again only with prior approval of the design by ESMO.

Construction plans for approval are required as soon as possible.



- **Peninsula stand**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides. At the 3 open sides, any solid walls or elements that block the access are only allowed with special permission of ESMO. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with maximum height of 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.5 m is required from both sides).

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter.

The standard height of the back wall towards the neighbouring booth is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.50 m will be considered as "back wall" in regards to the regulations). Exceptions are only possible when coordinated and approved by ESMO (the walls of adjacent booths do not have to have exactly the same height, but only a limited difference is acceptable). ESMO will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height – no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

The distance of any advertising / branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by ESMO.

Construction plans for approval are required as soon as possible.

- **Island stand**

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides. At the 4 open sides, any solid walls or elements that block the access are only allowed with special permission of ESMO. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with maximum height of 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.50 m is required from both sides).

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by ESMO.

Construction plans for approval are required as soon as possible.

## 5.7. Further construction regulations

- a. ESMO reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept. The measurements of the booked area are outside measurements
- b. No structure of an exhibit or stand may project on any side beyond the limits of the stand location
- c. No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands
- d. No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands
- e. Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organisers, they do not interfere with the activities of the neighbouring exhibitors
- f. Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- g. ESMO reserves the right to issue further instructions concerning the design of stands
- h. Doors and windows have to set back so as to open outwards and not exceed the boundaries of the booth. The minimum height of doors is 2100 mm and the maximum width of sheet is 1230 mm
- i. Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO and have the approval of appropriate authorities
- j. Any counter, desk etc. or device (i-pads, screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a distance of approx. 1.00 m) in order to ensure that the visitors will be in the booth and not standing in the aisle
- k. Coffee bars or other F&B-stations has to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle. Depending on the size of the bars a distance of 1.50/2.00 m to the edge of the booth is required
- l. It is not permitted to show logos, trademarks or projections outside the scope of the exhibition stand, whether it be by using projectors, lasers or light beams. In case of using laser projection for lighting or the setting, the apparatus used must have the corresponding authorization and approval certificate from the manufacturer
- m. Screens may not be placed directly on the edge of the stand. The required distance to the border depends on the size of the screens (LED-wall) and the size of the booth

## 5.8. Fire certificates / materials

**Please refer to the paragraph [7.2.10.5 Safety, Fire Protection and Security Guidelines](#).**

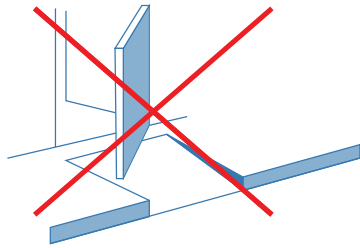
All material used to set up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must comply with fire protection regulations – please refer to paragraph [7.2.10.5 Safety, Fire Protection and Security Guidelines](#).

All certificates must be sent in advance together with the stand drawings for approval and must be brought along on-site.

## 5.9. Flooring, raised floors, stairs and ramps within exhibits

The following regulations are essential to reduce the frequency of slip and trip incidences. General regulations relating to raised floors and ramped edges are as follows:

- a. Carpet and flooring must comply with the fire classifications of materials – refer to paragraph 7.2.10.1.
- b. All stands with a raised floor / access platform higher than 2 cm should be provided with a handicapped access ramp
- c. The minimum width of the ramp should be 1000 mm. It has to be completely within the stand.



- d. All raised floor sections must be clearly distinguishable from areas of the surrounding floor space
- e. All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard
- f. Ramped edges should be of non-slip construction or coated with a non-slip finish
- g. Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard
- h. Permission must be granted by ESMO before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor
- i. The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it
- j. Ramps must be kept within the stand and not be placed in the aisles
- k. The height of the stand platform with respect to the pavement of the hall may never be greater than 18 cm

## 5.10 Performance Bond

Exhibitors may appoint their own contractor for stand design and construction. All external contractors must lodge a refundable performance bond of SGD 20.00 nett per sqm to ESMO (subject to a minimum of SGD 500, and not exceeding SGD 5,000 per stand). Cheque should be made out in favour of “**Pico Art International Ptd Ltd**” and attention to Mr. Teo Chi Wei.

## 6 LIABILITY / INSURANCE

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### 6.1. Liability

Neither ESMO, nor the venue (Suntec Singapore), nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO, or the venue (Suntec Singapore), or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, or the venue (Suntec Singapore) and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives.

Neither ESMO, nor the venue (Suntec Singapore) shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO, nor the venue (Suntec Singapore) maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance. The stands may be used only for exhibiting and advertising the exhibitors own products in accordance with applicable laws and regulations.

The ESMO Asia congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders. Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the Swiss, Singaporean and International law, where applicable.

### 6.2. Insurance

The exhibitor and or his stand building company have to take out a civil liability policy / multi-risk insurance to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

The appropriate insurance policy has to be brought on-site – there will be sample checks.

If an exhibitor damages venue interiors/building components, the venue will invoice the exhibitor accordingly.

Please also refer to the [ESMO Exhibition rules, paragraph 20](#) and to the General terms & conditions, paragraph "[Insurance](#)".







# 7 VENUE SPECIFICATIONS / VENUE REGULATIONS

## (Fire safety precautions)

### 7.1. Venue specifications / Hall information

#### Level 4, Exhibition Hall 401 - 403

Hall height:	7.80 m
Hall floor – max floor load:	5.0 kn/sqm
Electricity, Water, Internet connection:	service chests / service ducts on the floor

### 7.2. Venue regulations

#### 7.2.1 Elevators and Escalators

##### 7.2.1.1 For Passengers

Passenger elevators and escalators are strictly for transporting of personnel only and not to be used for the transporting of any freight, equipment or furniture.

##### 7.2.1.2 For Service Personnel (Contractors / Service Providers)

All hand-carried equipment / furniture / exhibit must only be transported into the exhibition area through the service elevators and cargo lifts located at level one. These lifts provide access to levels one, three, four and six.

##### 7.2.1.3 For Approved On-site Freight Handling Agents

The freight elevators are to be used strictly for material handling, and only the centre's approved on-site freight handling agents are allowed to operate the elevators. Exhibitors are to contact EXPOTRANS, should there be a requirement to handle the on-site freight.

#### 7.2.2 Loading Bays / Service Vehicle Lots

##### 7.2.2.1 Loading Bays

The centre provides loading bays for receiving of freight and delivery of shipments and goods. Loading bays may be used for loading and unloading only. The storage of items overnight is not permitted. The centre or ESMO will not accept any freight deliveries / shipments or C.O.D. deliveries on behalf of exhibitors. Any goods arriving prior to the move-in period will be handled by EXPOTRANS at the cost of the exhibitor. All crate storage will also be handled by EXPOTRANS. Consignment of all shipments to be delivered to the centre will be the responsibility of exhibitors.

##### 7.2.2.2 Service Vehicle Lots

Only authorised vehicles registered with the centre are allowed to park at the designated service vehicle lots. Service vehicles used for delivery of materials or exhibits are not permitted to remain in the centre after business hours.

##### 7.2.2.3 Public Car Parking

All clients, guests and visitors to the centre may use the public car parking facilities at Suntec City on a first-come-first-serve basis at the published car parking rates and according to the official operating hours. There is a total of 3,200 parking lots available in the basement of Suntec City.

## 7.2.3 Air Conditioning and Ventilation

### 7.2.3.1 No Ventilation during Move-in Period and Move-out Period

During the move-in period relating to the exhibition area, no ventilation will be provided in respect of exhibition area.

### 7.2.3.2 Air Conditioning during Show Day Period

All air conditioning during the show day period relating to an exhibition area will have pre-set temperature of 24 °C, +/- 1 °C in respect of exhibition area.

### 7.2.3.3 Additional Air Conditioning

If air conditioning is required during the move-in and move-out period relating to the exhibition area (e.g. rehearsals, pre/post-event activities), the exhibitor shall pay for additional air conditioning usage in accordance with the centre's prevailing air conditioning rates. Additional air conditioning will only be provided if the freight doors are closed.

## 7.2.4 AV and Sound

Exhibitors requiring specific AV and sound should place their orders through Pico. Refer to [TV Rental Form](#).

## 7.2.5 Cleaning Contractors

The exhibitor is required to engage his own cleaning service, if required, for booth cleaning during the Exhibition period (including move-in and move-out period) except for the following areas within the centre:

- Public access areas (e.g. toilets, escalators, elevators)
- Common areas (e.g. concourse, lobbies, aisle way)
- Halls/rooms booked for conference and banquet events

## 7.2.6 Food and Beverage

All catering must be organised through Suntec Singapore, the exclusive F&B provider. This also includes barista services, coffee machines and all catering related services. For special requests, such as engagement of external specialised catering vendor (only possible for stand catering), please contact Suntec Singapore for their necessary review and approval.

## 7.2.7 IT and Telecommunications

The Centre provides a comprehensive range of IT and telecommunication services, such as telephone lines, broadband and other technical and support services to meet your event's requirements. Refer to [Telco Order Form](#).

## 7.2.8 Landscaping

The guidelines for placement of live plants and floral decorations must be observed and strictly complied. Exhibitors requiring landscaping services for their booths can place their orders through Pico. Refer to [Furniture Rental Form](#).

## 7.2.9 Guidelines for construction, installation & dismantling works

### 7.2.9.1 Guidelines for Contractors / Service Providers

**7.2.9.1.1** All contractors / service providers' construction, installation and dismantling works must observe and comply strictly with the centre's technical floor plans and specifications.

**7.2.9.1.2** All construction, installation and dismantling works shall be carried out at the expense of the exhibitor and shall be carried out in such a manner so as not to cause unnecessary disturbance or disruption to the activities of other occupiers at the centre.

**7.2.9.1.3** The exhibitor will not cause or permit any damage to be caused to the exhibition area or alter or interfere with the building structure, equipment and installations. The repair of such damages will be evaluated by the centre and all charges for such repair shall be fully borne by the exhibitor.

**7.2.9.1.4** ESMO shall be entitled to remove at the exhibitor's cost, any form of construction or structure, which is not approved, or which infringes on the mentioned guidelines.

#### **7.2.9.1 Operable Walls**

The acoustically treated operable walls extend from floor to ceiling. No attachments to these walls will be allowed. The operable walls in the halls and rooms are to be installed and removed by the centre's authorised personnel only. Any changes on the positioning of the operable walls, once set, will be charged to the exhibitor.

### **7.2.10 Guidelines for Construction and Dismantling of Booths and Exhibits**

#### **7.2.10.1 Construction Guidelines and Materials**

- (a) All materials used in the construction and installation of exhibition booths and any other structures must entirely consist of fire-retardant materials as required by prevailing fire safety regulations. Materials used for the construction of the exhibition booths should be non-combustible and shall have a minimum flame spread rating of Class two.
- (b) All Booths and other structures must maintain a minimum clearance distance of 1 metre from the columns and the walls in the exhibition halls on level 4.
- (c) Any temporary structures erected must allow a minimum clearance of 1.2 metres from doors opening to fire cabinets, electrical and mechanical riser and alarm call points.
- (d) There shall be a firebreak of 3 metres between rows of booths if it exceeds 30 metres in a row. All passageways (aisle) must be at least 2.5 metres in width for trade events and three meters in width for public events.
- (e) Erection of partitions or display boards which could hamper the fire protection system and the air-conditioning diffusers and air flow inside the halls / rooms is not allowed.
- (f) No erection of partitions or display boards may exceed three (3) metres in height directly underneath the fire curtains in the exhibition halls.
- (g) Erection of partitions or display boards must not obstruct the discharge pattern of the sprinkler heads. A clearance of at least 0.5 metres should be maintained below the level of the sprinkler deflectors.
- (h) Erection of brick stone or block walls etc., exhibitor shall lay plywood plus heavy duty building paper or similar material on the floor under the walls to protect the floor surface.
- (i) Permanent false ceilings are not allowed. However, false ceiling of egg crate and mesh constructions of non-combustible materials may be allowed subject to the exhibitor obtaining prior written approval from ESMO and the centre.

### 7.2.10.2 Securing Guidelines, Marking Materials and Painting Works

- (a) No nails or screws shall be driven or holes drilled on the floors, walls, doors, pillars or other parts of the structure of the halls and meeting rooms or any part of the building.
- (b) The centre only allows the use of a residue-resistant single sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on permanent carpeted floors, stone floors and walls.
- (c) Adhesive-backed (stick-on) decals or similar promotional items are not permitted in the centre. Any costs incurred by the centre for the removal of these items and repair of any damage caused will be charged to the exhibitor.
- (d) Erasable chalk is acceptable for marking booth locations on the halls and rooms' floor. An approved tape may be used and no other floor marking may be used. Removal of non-approved floor marking will be charged to the exhibitor.
- (e) The exhibitor will be responsible for the removal of all tapes and residue marks within the exhibition area. Removal and damage incurred resulting from the use of non-recommended tape will be carried out by the centre and charged to the exhibitor.
- (f) Major painting of displays and exhibition materials are not permitted in the centre. However, "touch-up" painting of the displays and exhibition materials is permitted in the halls provided such work is undertaken during the move-in period only and all safety precautions and protective surface coverings are put in place. These precautions include:
  - (i) Painting in an area which is properly ventilated
  - (ii) Only odorless Nippon paint is permitted
  - (iii) Covering the floor with plastic overlay or drop sheets
  - (iv) No painting near the centre's vertical structures (i.e.: walls, operable walls)
  - (v) No washing of paint material within or surrounding the centre

The exhibitor is responsible for any damage to the centre that is caused as a result of painting and will be liable for the cost of reinstating the damaged area to its original condition.

### 7.2.10.3 Placement of Live Plants and Floral Decorations

All live plants and floral decorations brought by the exhibitor into the centre's carpeted areas must be protected. During move-in and move-out periods, all precautionary measures must be taken to protect carpeted areas and doors. Plywood boards on top of plastic sheets should be used on the floor.

### 7.2.10.3 Placement of Demonstrations and Working Exhibits

- (a) All moving machines must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.
- (b) Working machines must be placed at a relatively safe distance from visitors. Use of safety guards is strongly recommended.
- (c) Any machinery or apparatus displayed in the exhibition area shall only be demonstrated within the booth, operated by qualified persons and shall not be left running without the proper supervision of such persons.
- (d) No motors, engines, or power-driven machinery may be used without adequate protection taken out by the exhibitor against risk of fire. No naked flame is permitted in the exhibition area.
- (e) The operation of compressors, sprayers, auto trucks and similar plants powered by internal combustion engines is prohibited.

#### **7.2.10.4 Placement of Pressure Vessels and Equipment**

The exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium.

All pressure vessels and equipment brought into the centre must conform to all relevant safety standards and regulations.

Pressure tanks improperly secured and do not conform to the safety standards and regulations will be immediately removed from the centre upon notice being given to the exhibitor by ESMO and the centre.

#### **7.2.10.4 Garbage Removal and Disposal**

##### **(a) During Move-in and Move-out Period**

The exhibitor shall be solely responsible and liable for the removal of garbage and waste materials from the exhibition and service area inclusive of loading bays and access ramps.

The exhibitor shall remove all exhibits, stand fittings and other materials brought into the centre for exhibition or other events, including materials scrapped and debris left behind at the end of the exhibition or event, from the centre.

In the event that the exhibitor fails to keep the exhibition and service area clean, the centre will engage the services of a cleaning and waste disposal contractor and the charges incurred will be billed to the exhibitor.

##### **(b) Throughout Exhibition Period**

Wash basins and water closets in the toilets in the centre shall not be used for disposing of any form of waste, food or rubbish. The cost of clearing blockages in the drainage system and of any other work taken by the centre arising from non-compliance with this regulation will be charged to the exhibitor.

#### **7.2.10.5 Safety, Fire Protection and Security Guidelines**

##### **7.2.10.5.1 Emergency and Evacuation Procedures**

In any event of emergency, all emergency and evacuation instructions by the centre take precedence and ought to be strictly followed at all times to ensure safety of all people. Please refer to [Technical Guide \[Emergency Evacuation\]](#).

##### **7.2.10.5.2 Fire Protection and Regulations**

- (a) All exhibitors must comply with and ensure that all their agents, servants, employees, contractors and exhibitors etc. comply with the prevailing fire safety regulations and building codes of the centre.
- (b) Exhibitor's personnel should be familiar with the locations of the fire alarm call points, hose reels, extinguishers and fire exits.
- (c) Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all times. All exits will be kept unlocked during show hours or when the public is allowed into the exhibition areas. Fire lanes in and around the centre must remain clear and unobstructed.
- (d) No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling. The sprinkler system is designed to tolerate up to a maximum temperature of 68°C (154.4°F). It is therefore necessary to ensure that spotlights and other heat-generating equipment are not focused on or stationed near the fire sprinklers.
- (e) Special care must be taken to not obstruct or hide from view the fire protection system, air-conditioning mechanical ventilation vents, fire safety equipment, fire hose reel / riser cabinets, fire alarm pull stations, house lighting fixtures and controls.

# 8 ESMO ON-SITE EXHIBITION RULES

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ESMO Asia 2023 is an event organised by the European Society for Medical Oncology (based in Lugano, Switzerland). The congress is provided to international HCPs with a majority from Asia, in accordance with the international Industry Code of Practices and/or local approval in each country. For full details concerning this section, consult the [ESMO Asia 2023 Industry Guidelines](#).

## 1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the organisers supporting those products or services for their sole promotion at ESMO Asia 2023. However, ESMO reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local laws and ESMO bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that the display or transmission of information, advertising, promotion and actions during the congress comply to the Code of Practice and applicable regulation of governing bodies in Singapore.

## 2. Duration of the exhibition

The exhibition will be open from Friday, 1 December 2023 to Sunday, 3 December 2023.

## 3. Concomitant activities

Activities such as internal meetings involving Congress delegates, press conferences, educational or promotional activities taking place either in or outside the congress centre but concomitant with or during breaks in the official ESMO Asia 2023 educational and scientific programme are subject to ESMO approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to ESMO ([asiacongress@esmo.org](mailto:asiacongress@esmo.org)) at least 6 weeks prior to the event.

## 4. Reproduction of logos

Each company is entitled to use the official logo of ESMO Asia 2023 on invitations and promotional documents related to the approved satellite symposium. Companies are not allowed to use the ESMO corporate logo under any circumstances. The ESMO Asia Congress 2023 Secretariat ([asiacongress@esmo.org](mailto:asiacongress@esmo.org)) will provide the ESMO Asia Congress 2023 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

## 5. Promotion and activities in the Exhibition

**5.1. General note:** ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should these cause offence. For all stand activities (promotion of products, catering, giveaways, surveys, etc.) it is the exhibitors' responsibility to abide by the local and international laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. Neither ESMO or the venue bear any responsibility towards the delegates, the authorities or other organisations.

**5.2. Display, projection or distribution of promotional materials on-site :** All these activities must be confined within the company's assigned exhibition space or meeting room and are not allowed in any other area in, or leading to, the Congress venue. ESMO does not review and approve the content of promotional material which exhibitors distribute on their booth or in their meeting room. ESMO bears no responsibility towards the delegates and authorities for the content of displays and promotional material. It is the full responsibility of the exhibitor that it is in accordance with all local and European laws. For all displays and promotional material the exhibitors are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Singapore. ESMO will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims. Any orders for products which are taken must be made in accordance with laws covering such orders.



### 5.3. Advertisements

Advertisements are possible on-site at the venue. Please contact [asiacongress@esmo.org](mailto:asiacongress@esmo.org) for further details.

### 5.4. Promotion at Congress hotels

The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by ESMO. However, if produced, the content must follow the same rules defined in the [ESMO Asia 2023 Industry Guidelines](#).

### 5.5. Photographing, filming, audio recording

Photographing, filming and audio-recording in the exhibition hall is not permitted at any time. Exception: exhibitors may take photographs or filming of their own stand or stand activities with prior approval of ESMO. For photographer or filming staff a special FILMING BADGE is needed and can be requested from ESMO.

### 5.6. Stand activities

No programmatic activities or scientific/educational activities may take place at the booth. Activities which are not classifiable as purely promotional are subject to approval. Self-assessment test, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

### 5.7. Other promotional activities

Any other activity that is organised with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO approval.

## 6. Exhibitor badge

The exhibitor badges do not authorise entrance to the official Congress sessions. Exhibitor badges can access the exhibition, satellite symposia and meeting rooms.

Exhibitors have a specific number of exhibitor badges included according to the booked sqm exhibition space (please refer to [page 16](#)). Further exhibitor badges can be purchased at SGD 170.

## 7. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting authorised persons with access to the exhibition floor will be just cause for expelling the violator from the exhibition or barring him/her from further entrance to the exhibition floor or removing his/her exhibit from the exhibition floor without obligation on the part of ESMO for refund of any fees.

## 8. Subletting of space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the congress facility is strictly prohibited.

## 9. Admission rights

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Only fully registered ESMO Asia 2023 participants and exhibitors wearing the exhibitors' badge may enter the exhibition hall. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; ESMO may refuse or expel any person whose behaviour or attire is considered incompatible with the image of the congress, or who refuses to comply with the local safety rules. Exhibitors must treat all participants in a courteous and fair manner. Discrimination against participants according to their nationality, academic position, or any other factor is against the [ESMO Asia 2023 Industry Guidelines](#) and will affect the future conference attendance of the company in question.

## 10. Surveys

Surveys are authorised only in the limits of the company's assigned booth. The appointed staff must be always identifiable as member of a "marketing research team".

## 11. Media activities (Press)

All media activities initiated by third parties are subject to a specific [Media Policy](#). Companies wishing to organise a media event during the Congress should send a request to ESMO Communications. For any additional information about Media issues, please contact ESMO Communications, [media@esmo.org](mailto:media@esmo.org).

### 11.1. Press badges

According to the ESMO [Media Policy](#), press badges may only be assigned to journalists working for recognised media organisations. Should communication agency representatives require a badge for the purpose of preparing and/or developing third-party media events, please contact the ESMO Press Office ([media@esmo.org](mailto:media@esmo.org)) to obtain a temporary badge. This badge only allows access to the room where media activities are taking place. Full details are available in the [ESMO Third-party Media Activities Policy](#).

## 12. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in the ESMO Asia 2023 Exhibitor Manual. Any aspect that is not covered in the ESMO Asia 2023 Exhibitor Manual is subject to approval by ESMO. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must be kept clear at all times and free for passage. All emergency exits and access to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognisable. Any exposed part of the display must be covered not to be objectionable to other exhibitors or the best overall interest of the exhibition. All business and selling demonstrations must be confined to the limits of the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

## 13. Management of the booth

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by ESMO. Relating costs will be borne by the exhibiting company.

## 14. Audio and visual activities

The projection of films and slides; any amplification with the aid of loud-speakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens are acceptable within the designated stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand space. If ESMO judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, ESMO reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of the ESMO Asia 2023 Exhibition rules.

## 15. Catering

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All exhibitors offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through Suntec Singapore, the exclusive F&B provider. It is the exhibitor's responsibility to abide by the local and Singaporean laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. Please also refer to "[Exhibition contacts – stand catering](#)", page 7.

## 16. Social functions/activities

Social functions and other activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meetings or activities conducted by ESMO. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

The Opening session will take place in the congress centre on Friday, 1 December 2023 from 09:30 - 10:30 hours. ESMO does not authorise that the participants are offered any corporate organised event on Friday, 1 December 2023 before the end of the Opening session (10:30 hours). **Times subject to changes.**

## 17. Giveaways / Industry codes of practice

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed. The ESMO Asia Congress 2023 Secretariat does not review and approve giveaways. It is the exhibitor's responsibility to abide by the local and international laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice.

## 18. Postponement or Abandonment

ESMO reserves the right to postpone the Congress including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the Congress or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO Asia 2023 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder. For the condition for such cases please refer to "the General terms and conditions".

## 19. Health and Safety

As an exhibitor, please be reminded to:

- Conduct risk assessments for your work activities. Refer to [Risk Management](#) for more information.
- Implement safety and health measures for any machine, equipment or substance used within the exhibition stand.
- Provide staff with sufficient instruction, training and supervision.
- Provide staff the necessary PPE for them to work safely.

For more information, please refer to the [WSH Guidelines](#) on Event Management.

## 20. Security and Insurance

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis. As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

## 21. Smoking policy

ESMO Asia 2023 and the concomitant exhibition have been designated as no-smoking events throughout the entire venue, including all meeting halls, functions, registration and catering areas. All participants are kindly required to respect the no-smoking policy.

**22. Any infraction(s)** to our ESMO Asia 2023 Exhibition Rules will follow the procedure outlined in the General Terms and Conditions.

## 23. Final Clause

In cases not covered by the regulations in this ESMO Asia 2023 Exhibitor Manual, the Organisers' interpretation shall be final.

# GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ESMO Asia 2023 insofar as the contractual partners do not reach contrary agreements in writing.

## Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Asia 2023 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/ service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by e-mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

## Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

## Procedure

- Send Sponsorship Application Form. For companies in the priority points ranking, applications for promotional opportunities must be received by 8 May in order to be included in the first round of assignments.
- Priority points ranking status. Between 1 August 2021 and 31 August 2022, ESMO will review all investments and compile the priority points ranking list. This ranking list will define the order in which requests of companies are processed. When an equal number of points are held by 2 or more sponsoring companies, promotional opportunities will be assigned according to the monetary value of the requested opportunities.

## Assignment

At each sponsoring company's turn for assignment, every effort will be made to:

- Offer the first, second and third choice made on the sponsorship application form subject to availability.
- Offer a real time selection of what is available if the 3 choices on the sponsorship application cannot be honoured. To ensure each sponsoring company has a chance to choose a suitable opportunity, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available. For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

## Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period.

## Terms of Payment

Payment is due within 30 days following the date of the invoice.

## Cancellation Policy

The company cancelling its support after the official application form has been accepted will be liable to pay the following fees (if the sponsorship product(s)/service(s) cannot be reallocated to another company):

- 25% of the total rate, if the cancellation request is received in writing by 8 May 2023.
- 50% of the total rate, if the cancellation request is received in writing between 8 May 2023 and 5 June 2023.
- 100% of the total rate, if the cancellation request is received in writing after 5 June 2023.

Once the sponsorship item(s) are officially assigned the cancellation fee is 100% of the total rate.

If the item(s) can be reallocated to another sponsoring company, the former sponsoring company will receive a full refund of deposit(s) paid and less the administrative fees of 10% on the total sponsorship investment.

## Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (excluding VAT) will be charged to the company.

## Indebtedness

Payments not received by the first day of the Congress (Friday 1 December 2023) will be subject to a 10% penalty fee on the total sponsorship investment.

## Refunds

Any refunds of deposits paid will be made after ESMO Asia 2023 but not later than 18 December 2023. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

## Data Protection and Sharing of Contact Details

All data provided during the application process may be used (saved, stored, processed, transmitted, shared and deleted, but not modified) to allow the processing and execution of the Application(s). This data may be shared with our contractors to the extent necessary to ensure the organisation of ESMO Asia 2023.

## Postponement or Abandonment

ESMO reserves the right to postpone the event, including if unforeseen circumstances warrant such action. Should any contingency prevent the holding of ESMO Asia 2023 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment.

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO Asia 2023 in the event of force majeure cases (e.g. any acts of God, strikes, labour disputes, epidemics, pandemics, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.



### **Limitation of Liability of ESMO and Warranties**

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence of an employee, director, representative or contractor. Nor shall ESMO be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

ESMO gives no warranties in respect of any aspect of ESMO Asia 2023 or any materials related thereto or offered at ESMO Asia 2023 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. ESMO Asia 2023 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO Asia 2023 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ESMO Asia 2023 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO Asia 2023 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO does not endorse, and expressly disclaims all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

### **Bankruptcy or Liquidation**

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

### **Security and Insurance**

Neither ESMO nor its affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from ESMO Asia 2023 or other aspect related thereto.

The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

### **Enforcement of Rules**

Applies equally to all. All companies investing in sponsorship at ESMO Asia 2023 must comply with all rules and policies established by ESMO.

### **Violation Procedure**

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after ESMO Asia 2023. Appeals may be made to the ESMO Management.

### **Penalties**

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO Congress.

### **Claims Procedures, Place of Performance and Jurisdiction**

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing. The maximum time lapse is 1 month from the closure of ESMO Asia 2023. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

### **Final Clauses**

In cases not covered by the regulations in this exhibitor manual, ESMO interpretation shall be final.

**ESMO - European Society for Medical Oncology**  
would like to thank all of our industry partners for  
their continued support at our congresses and we  
look forward to bringing the best of the science  
together with you in Singapore.

